



- INTERNAL JOB OPPORTUNITY -
Aquatic Resources Division
Office Assistant Senior

OPENS: December 1, 2004

CLOSES: December 8, 2004

SALARY: \$1,958 - \$2,468 Monthly Salary Range 31

APPOINTMENT TYPE: Project position through June 2005 (may be extended if funding is available)

LOCATION: Olympia, WA

POSITION PROFILE:

In support of the ESA Compliance workgroup this position provides clerical support and assistance to 5 core professional staff and will:

- Perform word processing tasks such as typing and merging letters and documents, creating footnotes and outlines, and integrating graphics into document production. Also responsible for creating and maintaining spreadsheets and updating and maintaining ACCESS databases.
- As an assistant to staff responsible for public information and outreach, the incumbent will post documents to websites and suggest improvements in terminology, grammar, punctuation, clarity, format, consistency and style regarding these documents.
- Independently prioritize, schedule, and track work requests generated by office staff and supervisor. Assist staff with creation and update of GANTT charts.
- Schedule internal and external meetings, schedule meeting rooms, prepare presentation materials, communicate logistics to meeting attendees and assist with travel arrangements.
- Create, organize and maintain a manual and an electronic filing system for ESA compliance related documents.
- Serve as an active member of the division's administrative support team, participate in team meetings, assist other administrative support staff as needed, and assist in maintaining central files.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

- Effective written and verbal communication;
- Proficiency in computer applications such as Microsoft Office Suite, (Word, Excel, PowerPoint) and MS ACCESS;
- Proficiency in Groupwise;
- Ability to type 40 WPM;
- Effective organizational skills and follow-through on assignments;
- Ability to effectively multi-task.

APPLICATION PROCESS:

Please submit a resume and a letter of interest describing how your qualifications relate to the position to Carol Piening at carol.piening@wadnr.gov by 5:00pm on the closing date.